



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: [forward.ny.gov](https://www.forward.ny.gov). If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Bethlehem Public Library

Industry:

Libraries and Archives

Address:

451 Delaware Ave, Delmar, NY 12054

Contact Information:

www.bethlehempubliclibrary.org 518-439-9314

Owner/Manager of Business:

Geoffrey Kirkpatrick, Director

Human Resources Representative and Contact Information, if applicable:

Tracey McShane, 518-439-9314

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Face coverings are required, especially when 6 foot distance is not possible. Employee workspaces physically separated to allow for appropriate social distancing while performing functions. Furniture removed to allow for greater distancing while working. Some staff relocated throughout building.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

Engagement with customer primarily through phone, social media, email, web-based delivery methods. Curbside hold pickup is offered. Staff will wear face coverings and remain over 6ft away from the public while outside the library building. Books to People delivery service will recommence with no contact book delivery for homebound patrons. In library browsing will be limited to 10 people at one time and hours limited. Checkout and information desk has moved to center of library. Greeter will be at entrance to library to share expectations for browsing in the library. Masks required for all library users over 2. Hand sanitization will be offered at door and sanitization stations available through library.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

Some staff on work from home rotation. Break room closed for meals but access to fridge, microwave, and water. Services desks staffed with only one person. No in person technology or other extensive help will be offered.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

Two washable face masks supplied to every employee. Two disposable masks supplied to each employee initially. 2000 disposable masks in stock. Face shields provided to each employee. Latex and Nitrile gloves available in medium and extra large sizes. Further stocks of PPE available through regional public library system.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?
Return to work training includes guidelines about disposing PPE. Washable face masks will go home with employees each night.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Phones, keyboard on service desks, door handles cleaned at least daily and at the end of each shift. Employees clean workstation when changing workstations. Phones assigned to individual users and cleaned when employee leaves. Book Carts used by multiple staff people will be wiped down by employees between uses. Instructions to use other implement to log into time clock provided. Sanitizing stations located throughout library. Two-way radios cleaned after employee use.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

Buildings and Grounds Supervisor is responsible for cleaning log. Log will be kept in the maintenance office.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Break room, bathroom, and maintenance office sinks have paper towels and soap available near the sinks. Alcohol based hand sanitizer is available. Two individual bottles of NYS hand sanitizer issued to each employee. In addition, good hygiene is promoted through training resources (in print and video) in addition to posters near all hand wash and hand rub stations.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

Deep cleaning of common surfaces performed before the beginning and end of each work day. Saturday deep cleaning performed at the end of the work-week using approved products.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

Online wellness form or paper form completed by each employee before shift. Paper copies given to HR office. Email copies will be retained for time required.

A log of patrons entering the library will not be kept in accordance with NYS law, Civil Practice and Rules 4509, and the Library's Privacy Policy.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

Human Resources Specialist, Director, and/or Assistant Directors are responsible for reporting and maintaining confidentiality.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Wellness form available online and in paper. Employees are directed to take temperature at home, if not possible, non-contact thermometers are available at the library near sanitizing station. The following questions will be asked of employees as they enter the workspace. Have you been in close contact with a confirmed case of COVID-19? Are you experiencing a cough, shortness of breath, or sore throat? Have you had a fever in the last 24 hours (100.4 or higher)? Have you had a new loss of taste or smell? Have you had vomiting or diarrhea in the last 24 hours? Have you recently traveled within a state, designated as restricted by the NYS Department of Health?

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

All necessary PPE (masks, face shield, gloves) are available for all staff. Sanitizing station located next to check in cart with paper entrance forms and no contact thermometer.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

If an employee tests positive for COVID-19 the workspace will be closed at least for the recommended 24 hours. At the end of that time, maintenance staff will perform cleaning with approved products.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Inform all employees on the work team that they may have been exposed to COVID-19 via email, phone, or text as appropriate. Entrance logs will be available to county and state health officials.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

All returned library materials will be sequestered for 96 hours before being checked in. Curbside pickup of library materials will be via contactless pickup in the library's parking lot or other designated outside area. Payment for fines will only be accepted remotely via the library's website.

In person browsing in the library limited to 10 people at one time during limited hours. Public restrooms available but cleaned one hour after public browsing hours are over. All public library spaces cleaned after browsing hours end.

All items being returned through the Upper Hudson Library System courier will be sequestered for 72 hours before being shipped to the library.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

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